Alternative work schedules (AWS) allow employees to work non-traditional schedules so they work the same number of hours in fewer days. When an employee works an alternative work schedule, their commute is completely eliminated on the days they don't work. This helps to reduce traffic congestion and improve air quality. The purpose of providing this AWS information is to help employers implement AWS schedules, and therefore produce as many of these commute-free days as possible.

These alternative work arrangements can be scheduled in various ways. Here are two of the most popular options:

- **4/40**: employees work 10 hours per day, 4 days per week.

MON	TUE	WED	THUR	FRI	Total Workweek	Calendar Week
10	10	10	10	off	40	40

A 4/10 schedule allows employees to work four 10-hour days in one week (instead of five 8-hour days) and have one extra day off (called a "flex day"). The day off does not have to be Friday, as illustrated above; it can be any day of the week.

- **9/80**: employees work their scheduled 80 hours in 9 days instead of 10.

	MON	TUE	WED	THUR	FRI	Total Workweek	Calendar Week
Week 1	9	9	9	9	8	40	44
Week 2	9	9	9	9	off	40	36

A 9/80 schedule operates over a two-week cycle. Employees commonly work four 9-hour days and one 8-hour day the first calendar week and four 9-hour days with an extra day off the second calendar week. Again, the day off does not have to be Friday.

Flextime

Like alternative work schedules, commuters who use flextime generally avoid peak commute times and have the flexibility they need to meet personal and family obligations--so employers generally see a reduction in tardiness and absenteeism as well as many other benefits.

Flextime is when an employer has designated hours during the workday when employees' presence at the worksite is left up to their own discretion, provided that job and total time requirements are met.

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Flextime refers to a work schedule that permits employees to choose their starting and stopping times within limits set by management. Key elements are core hours (time when everyone must be present) and flexible starts and stops (times when employees have choice in when they work).

- **Standard Workday**

7am	8	9	10	11	12	1	2	3	4	5	6	7pm
	WORK						WORK					

- **Flextime Workday**

7am	8	9	10	11	12	1	2	3	4	5	6	7pm
Flexible Start			Core Hours		Flexible Lunch		Core Hours		Flexible Stop			

Overview of Program

Many employees would like to work an AWS schedule. The key is getting their employer to offer an AWS program. The "Spare the Air" staff focuses on educating employers about the benefits of AWS programs, and helping employers adopt an AWS schedule which best fits their work environment. This is accomplished by the "Spare the Air" staff identifying employers interested in starting or expanding an AWS program. Then working with them to develop and implement a customized program fitting that employer's specific needs.

The Role of The "Spare The Air" Staff In The AWS Program

It is critical that these staff identify, approach, and recruit employers who may be interested in implementing compressed work week programs. To identify AWS prospects, start by asking your employee partners about their current work schedules. Alternative work schedules are often associated with public service administration, construction, public utility and manufacturing companies. However, compressed work week schedules are conducive to many types of work environments. Sample policies and case studies are available for you to give to employers at www.scdhec.gov/youholdthekeysc. The staff are able to present information related to options for alternate work schedules, however it is the employer's responsibility to consult their own human resource and legal staff for the specifics related to state and federal labor laws prior to implementing such a program at their worksite.

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Benefits

Adopting an AWS can benefit the employer in many ways:

- Improves employee productivity, retention, morale, and recruitment
- Reduces employee stress, paid time off, tardiness, and absenteeism
- Managers report less clock watching. Employees focus more on tasks than the time of day.
- Off-peak commute times means reduced traffic congestion when AWS employees travel to/from work
- Extends hours of service without added staff
- Better communication among time zones

Employees are more satisfied when they receive:

- Three and four day weekends
- The opportunity to help improve air quality
- More flexibility with personal time
- Increased trust leading to higher morale
- Savings on gas and less wear and tear of their vehicle

Source: Georgia Clean Air Campaign

Is your employer partner interested in an AWS program? Have them consider 10 points:

1. Be familiar with state and federal labor laws.
2. Appoint a committee from several different departments and levels to develop program.
3. State your company's work days and work week.
4. Establish your core hours of the workday: for example 9 - 11 a.m. and 2 - 4 p.m.
5. Decide on the earliest allowed starting and latest allowed quitting times: for example 7 a.m. and 6 p.m.
6. Is a lunch hour going to be required?
7. Will personal time off be affected by flextime?
8. How will you handle holidays?
9. Establish rules of coverage.
10. How will you schedule non-exempt employees to avoid overtime?

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